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Office Memorandum

UNITED STATES GOVERNMENT

TO : Chief, Plans & Policy Staff/TR

DATE: 4 February 1955

FROM : Chief, Administrative Branch/TR

SUBJECT: Weekly Activity Report No. 5

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I. SIGNIFICANT ITEMS:II. OTHER ITEMS
B. Use of Storage Space by Logistics Office

Another consignment of to be stored at for the Logistics Office was received at on 18 January 1955. This completes the list of items to be stored under the present agreement with IO. Stock will be maintained at the present levels. As withdrawals are authorized by Logistics Office the necessary replenishment action will be taken by that office.

C. Alterations

1. Building A doorway, without door, has been installed in the partition between Room 17 and Room 18, Building

2. Alcott Hall. Alterations in Room 2102, Alcott Hall, converting the area from a classroom to office space, were begun on 27 January 1955. The expected completion date is 10 February 1955. When completed, this space will be occupied by staff members of the World Communism Course.

D. Office Moves

1. The office of was moved from Room 2132B, I Building, to Room 103, R&S Building.

2. The office of was moved from Room 108, Building to Room 2132B, I Building.

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E. New File Equipment For A&E Vault, R&S Building

Upon request of the Chief, A&E Staff, a complete new set of filing equipment was installed in the A&E vault, R&S Building. Thirty letter size, 4-drawer, key-lock cabinets were replaced by thirty legal size, 5-drawer, key-lock cabinets. This exchange of equipment was accomplished in accordance with recommendations of the OTR Area Records Officer.

F. Training

25X1

25X1 [] started BIC 31 January. [] completed #1 Course in National Intelligence Orientation.

G. OTR Revised Obligation Procedures

Preliminary procedures are being drafted for the implementation of the Agency Obligation System to become fully implemented by 1 July 1955.

H. Registrar's Monthly Report

The Registrar's Monthly Report of Waivers and Deferments of Training Standards for January was forwarded to the DTR, 1 February 1955.

I. Career Development Slots

[] met on 31 January and made final arrangements for the Office of Personnel to take over the administration of the Career Development Slots.

25X1

J. Personnel

25X1 [] is on two weeks' sick leave following an operation.

K. Weekly report of the utilization of [] is attached.

25X1

Attachment

25X1

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